Job Title: Athletic Coach

Job Code: 30115

JOB SUMMARY

The Athletic Coach performs and completes tasks and assignments associated with coaching technical college students to compete in events according to National Junior College Athletic Association (NJCAA) guidelines.

MAJOR DUTIES

- Plans and implements student recruitment activities for the athletic team;
- Organizes and conducts regular practices, conditioning programs and competitive events;
- Determines game strategy based on the team’s capabilities;
- Assesses strengths and weaknesses in a participant’s performance and identifies areas for further development; assigns team positions;
- Follows philosophy of athletics consistent with that of the NJCAA program;
- Works with staff to make appropriate arrangements for home and away events;
- Monitors and maintains the discipline and conduct of student athletes to support the image and reputation of the athletics program;
- Responsible for the supervision and conduct of coaching staff and student-athletes while traveling;
- Monitors the academic performance of team members to ensure that eligibility requirements are met and encourages student athletes to maintain a high academic standard;
- Establishes and maintains organized, accessible, and current filing and record-keeping system for eligibility forms, emergency data cards, insurance records, equipment inventory, etc.;
- Keeps current on team expenditures and ensures compliance with budget;
- Schedules facilities for practice and competitions;
- Maintains inventory of all equipment associated with the particular sport;
- Attends staff development meetings, clinics, and other professional activities to improve coaching performance.

COMPETENCIES

- Ability to stand for extended periods of time
- Knowledge of the rules, regulations, strategies, and techniques of the sport
- Coaching techniques and skills
- Ability to establish and maintain effective working relationships
- Oral and written communication skills
- Ability to make decisions under pressure
MINIMUM QUALIFICATIONS

A Bachelor’s degree in an appropriate area of specialization *and* One (1) year of coaching experience at the high school level or above OR Three (3) years of experience as a varsity or professional player or coach.

PREFERRED QUALIFICATIONS

Preferred qualifications will vary from location to location.